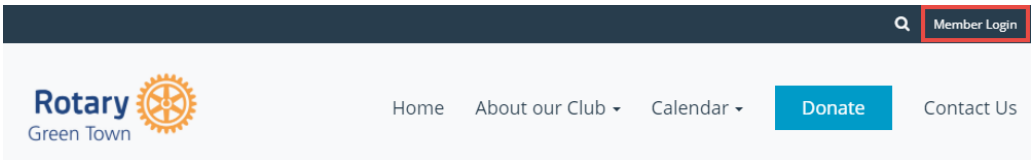
How do I manage my volunteers?

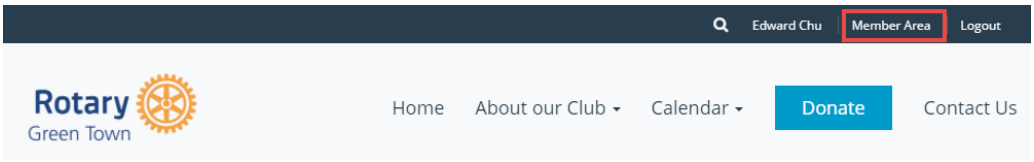
Michael C. - 2021-02-24 - Volunteers & Signups

The **Manage Volunteer** screen is where you would go to add/remove volunteers per tasks. Please follow the steps below to learn how.

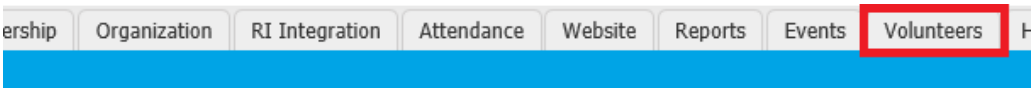
1. Click **Member Login** at the top right of your club's webpage.



2. Enter your login details, and then click **Member Area** at the top right of the page that appears.



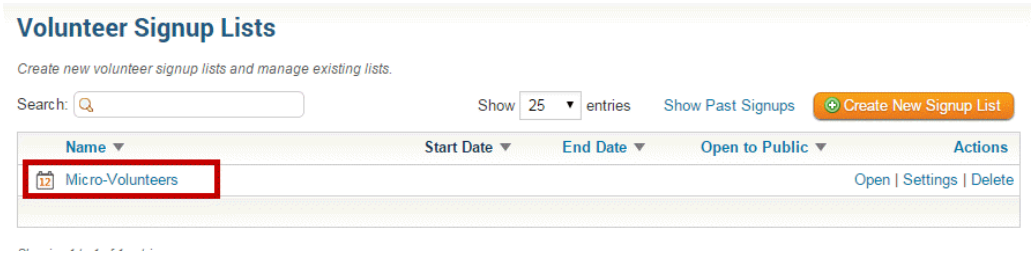
3. You will see a number of tabs along the top. Click on **Volunteers**.



4. Now, click on **View Signup Lists**.



5. Select the signup list you would like to change.

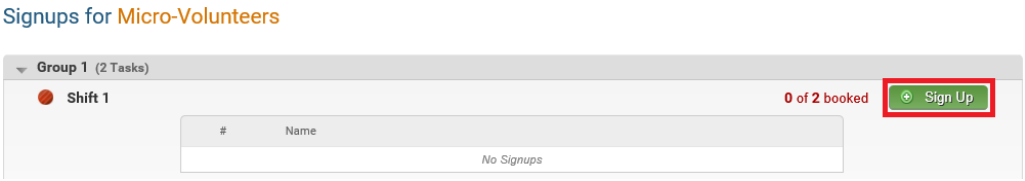


Below are the steps to assign a Volunteer to a task:

1. Click on the **Manage Volunteers** button found in the top middle of the screen.

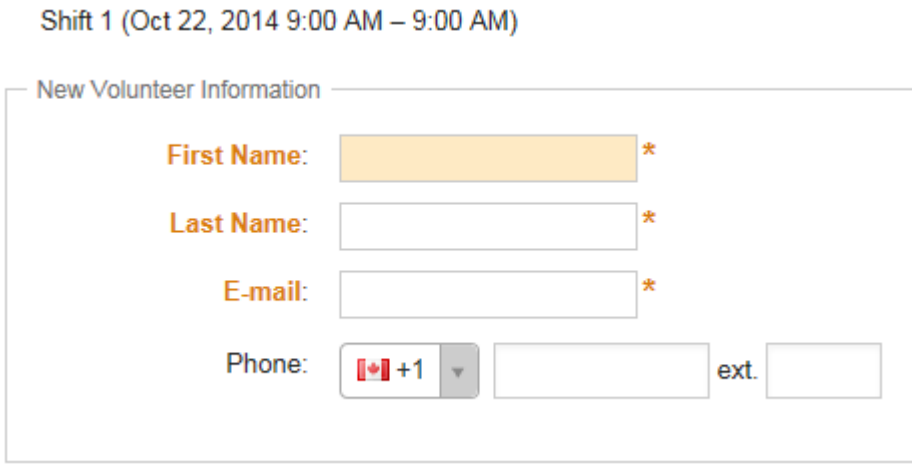


2. Find the task that you want to add a volunteer for and click on the sign up button



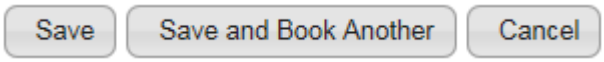
3. The Book Volunteer window should now open. Populate the fields with the volunteer's information.

   Note: First Name, Last Name, & E-mail are all required fields.



   - **First Name:** Enter the First Name of the Volunteer. An existing list of contacts will appear, if the volunteer is in the list then select them otherwise continue to add the volunteer.
   - **Last Name:** Enter the Last Name of the Volunteer. An existing list of contacts will appear, if the volunteer is in the list then select them otherwise continue to add the volunteer.
   - **E-mail:** Enter the Volunteers email address
   - **Phone:** Enter the Volunteers phone number for contact purposes.
   - **Ext.:** Include the extension if they have one.

4. Once all of the fields are populated you have three choices:



   - **Save:** Will only save the one volunteer and takes you back to the Signup Page.
   - **Save and Book Another:** Will save the volunteer information and keep you on the same screen for you to add another volunteer.
   - **Cancel:** Will disregard the changes and not save anything.

Once the volunteer has been booked, a confirmation email will be sent to the volunteer.

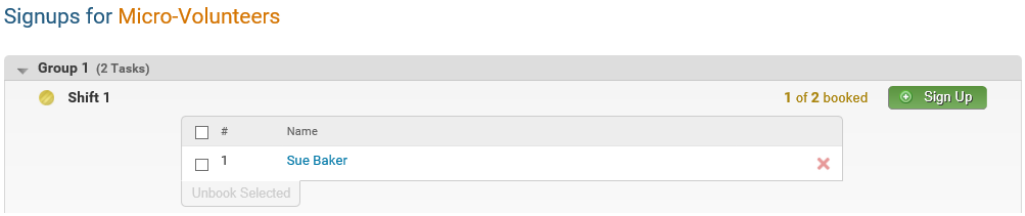
Below are the steps to unbook a Volunteer from a task:

Note: Only access level 50-Club Executive or higher has access to unbook a volunteer.

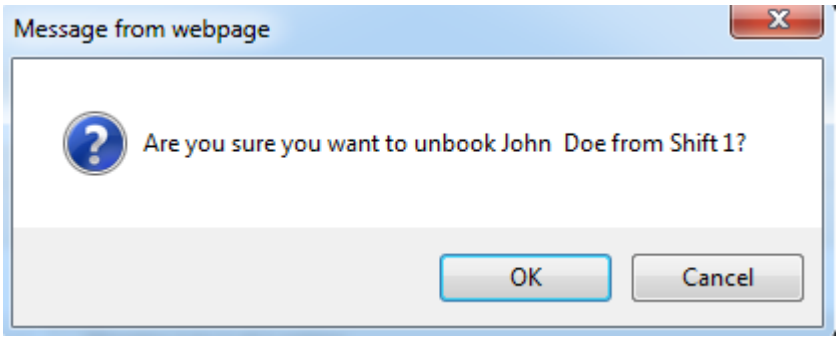
1. Next click on the **Manage Volunteers** button found in the top middle of the screen.



2. Find the task that you want to unbook the volunteer for:



3. Now find the volunteer in that list and click on the  icon. You should get a message box confirming that you want to unbook the Volunteer:



4. Click **OK** to unbook the volunteer or click **Cancel** to disregard the changes.